

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD					3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field					4. Employing Office Location					5. Duty Station					1. Agency Position No.																																																	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest					9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					6. OPM Certification No.																																																						
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither					12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive					13. Competitive Level Code																																																						
15. Classified/Graded by					Official Title of Position					Pay Plan					Occupational Code					Grade					Initials					Date																																							
a. Office of Personnel Management																																																																					
b. Department, Agency or Establishment																																																																					
c. Second Level Review					Computer Operator					NF					0332					03					SN					12-31-01																																							
d. First Level Review																																																																					
e. Recommended by Supervisor or Initiating Office																																																																					
16. Organizational Title of Position (if different from official title)										17. Name of Employee (if vacant, specify)																																																											
18. Department, Agency, or Establishment										c. Third Subdivision																																																											
a. First Subdivision										d. Fourth Subdivision																																																											
b. Second Subdivision										e. Fifth Subdivision																																																											
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)																																																											
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that										this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																											
a. Typed Name and Title of Immediate Supervisor										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																											
Signature					Date					Signature					Date																																																						
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position																																																											
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier										OPM PCS Computer Operation Series GS-0332 TS-72 Jan 84																																																											
Signature										Date																																																											
23. Position Review										Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																											
a. Employee (optional)										Initials										Date										Initials										Date										Initials										Date									
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					
25. Description of Major Duties and Responsibilities (See Attached)																																																																					

NONAPPROPRIATED FUND POSITION DESCRIPTION JOB TITLE: Computer Operator **POSITION NUMBER** 01-0129 **JOB SERIES:** 0332 **PAY LEVEL:** NF -3 **Summary Of Duties:**

This position is responsible for supporting the operations of the MWR MIS/Data Processing computer center. Operates various computers, including minis and microprocessors, as well as related peripheral equipment in accordance with prescribed operating instructions. Applies knowledge of general purpose computer equipment, point-of-sale, communication links (including LAN), and peripheral devices, in carrying out assignments. Monitors system status, sets up jobs for production runs and takes corrective action to maintain production schedules. Refers to the supervisor system failures and equipment problems that do not respond to standardized corrective procedures. Operates peripheral devices such as line printers, tape units, modems, communication devices and disk drives. Processes and distribute computer reports and media as required.

Performs periodic or scheduled preventative maintenance on hardware, as directed. The work includes cleaning devices prone to collect dust, lint, or other particles. Prepares system logs and other records of computer operations including documentation of equipment operations problems, system malfunctions, systems status, etc., and any corrective action taken. Performs various administrative functions such as re-ordering of supplies, filling out of shift schedules and control logs. May assist in training for new employees. May be required to work various shifts. Performs other related duties as required.

Minimum Qualifications:

Three years of experience that demonstrates the application of knowledge of mini and micro computers and peripheral devices, including interactive and batch processing systems, and knowledge of various operating systems, utility software, and job control languages to initiate and monitor processing of production workloads.